

## SOLE SOURCE PROCUREMENT REQUEST

Please complete and email to: [corry.slama@azdema.gov](mailto:corry.slama@azdema.gov) or [brenda.black@azdema.gov](mailto:brenda.black@azdema.gov)

Entire document MUST be completed	
<b>Section 1</b>	
Requesting Agency: Arizona Division of Emergency Management	
Vendor: Mission-Centered Solutions	Estimated Cost: \$18,000
<b>Section 2</b>	
<p>Brief description of materials or services: Incident Leadership: Applying the Art of Command and Control in Changing Environments training program. Incident Leadership offers hands-on experience in directing, controlling, and monitoring resources during emerging all-risk incidents. Multiple learning cycles and numerous perspectives provide students with opportunities to learn, practice, and improve leadership skills and to build recognition cues for future assignments.</p> <p>This five-day program provides hands-on practical experience in the skills and techniques necessary to lead successfully during emerging all-risk incidents.</p> <p>In addition, this program helps participants learn strategies for issues associated with quickly building operational synergy in temporary teams: managing diverse resources, interfacing with community cooperators, and leading operational planning extending into a strategic timeframe.</p> <p>The program centers on a multi-day, 16-hour simulation mirroring, in real time, the progression of a growing emergency incident. Through several learning cycles, participants team together and learn from each other as they work through problems and issues in a time-critical environment.</p> <p>Mission-Centered Solutions has modified this program for different audiences based on the nature of the threats and special challenges they face. This program will be offered to those who serve in leadership positions within Incident Management Teams and other emergency response leadership roles. The program can accommodate 24 students, and will be offered in the Phoenix area in 2009, exact dates and location to be determined.</p>	
<b>Section 3</b>	
<p>Briefly describe why this procurement is Sole Source and why there is only a single source available: This request is being made as a sole-source because this program, "Incident Leadership: Applying the Art of Command and Control in Changing Environments" (FEMA course # CA-010-PREV), is the only one of its kind listed in the approved FEMA State Sponsored Course Catalog of training courses for discretionary use of Homeland Security Grant Program (HSGP)/Urban Area Security Initiative (UASI) funding, which will be the method of financing for this program. The FEMA series of catalogs lists only one unique program of each type, and these programs are vetted through a third-party for compliance with FEMA grant guidelines and curriculum design. 2008 HSGP guidance allows states to utilize their grant funding to support programs provided by FEMA and their federal training partners.</p>	
Duration of this Sole Source procurement: 12 months from date of request	
<p>Briefly describe the efforts made to seek other sources: There are no other vendors currently contracted with FEMA to provide this level of training.</p>	

Send comments to the following individual:

**Requesting Agency Contact Information**

Procurement Officer: Gina Myers	
Phone Number: 602-267-2576	Email Address: gina.myers@azdema.gov

<b><i>State Procurement Website Posting Information</i></b>	
R2- 7-E301 requires the State Procurement Administrator shall post the request on the State Procurement Office website and invite comments on the Sole Source request for five working days.	
Date Posted: 5/8/09	Date Closed: 5/14/09